Business Process Flowcharting Standards – Please use ONLY the symbols show below, following these guidelines:

Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

(Start/End symbol)

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

(Decision symbol)

System Task - Represents an individual step or activity in FI$Cal.

(System Activity symbol)

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

(Manual Task symbol)

Input Documents – A paper document (or email) that is used for entering data in the process.

(Documents symbol)

Flow Arrow

On-Page Connector - On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

(A - On-Page Connector symbol)

Interface – Data conversion from one electronic system to another.

(Interface symbol)

Sub Process - Represents a separate process within Fi$Cal that occurs in a subsequent or interdependent process in the same or different P/S module.

(Sub process symbol)

Off-Page Reference – Directs diagram flow between two separate flowchart diagrams or processes. Connectors are labeled with UPPER CASE letters.

(B - Off-Page Reference symbol)

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

(Output symbol)

Role

Swim lanes are used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

Color Legend

(Colored circles labeled: A, B, C, D, E, F, G)

On-Page Connectors containing alpha characters will use the above color format (Example: The alpha character 'A' is the color green in all flow charts) for the fill color.

Bill Requestor (Division)

Start

1. Submits request to bill charges

Department BI Processor (Accounting Office)

2. Receives billing request

A

B

3. Request accurate and complete?

No

Yes

4. Enter/Update billing information

5. Enter accounting details

6. Save billing information

7. Review bill information and make necessary corrections

8. Generate Pro forma (Draft) Invoice

9. Review Pro forma Invoice

10. Changes needed?

No

11. Set invoice status to Ready

12. Send notification to Department BI Approver

3.7 Finalize an Invoice

Yes

B

Bill Requestor (Division)

Start

1. Submits request to bill charges

Department BI Processor (Accounting Office)

2. Receive billing request

3. Request accurate and complete?

No

Yes

4. Indicate frequency of bill

5. Enter billing information

6. Enter accounting details

C

7. Review bill information and make necessary corrections

8. Enter recurring billing schedule

9. Review auto - generated bill entries

10. Set status to Ready

End

D

Department BI Processor (Accounting Office)

D

No

11. Create recurring bills

12. Execute recurring bills

13. Verify recurring invoice(s) have generated

14. Generate invoice number ?

Yes

15. Generate Pro forma (Draft) Invoice

16. Review Pro forma Invoice

17. Changes needed?

No

18. Set invoice to Ready

19. Send notification to Department BI Approver

3.7 Finalize an Invoice

Yes

C
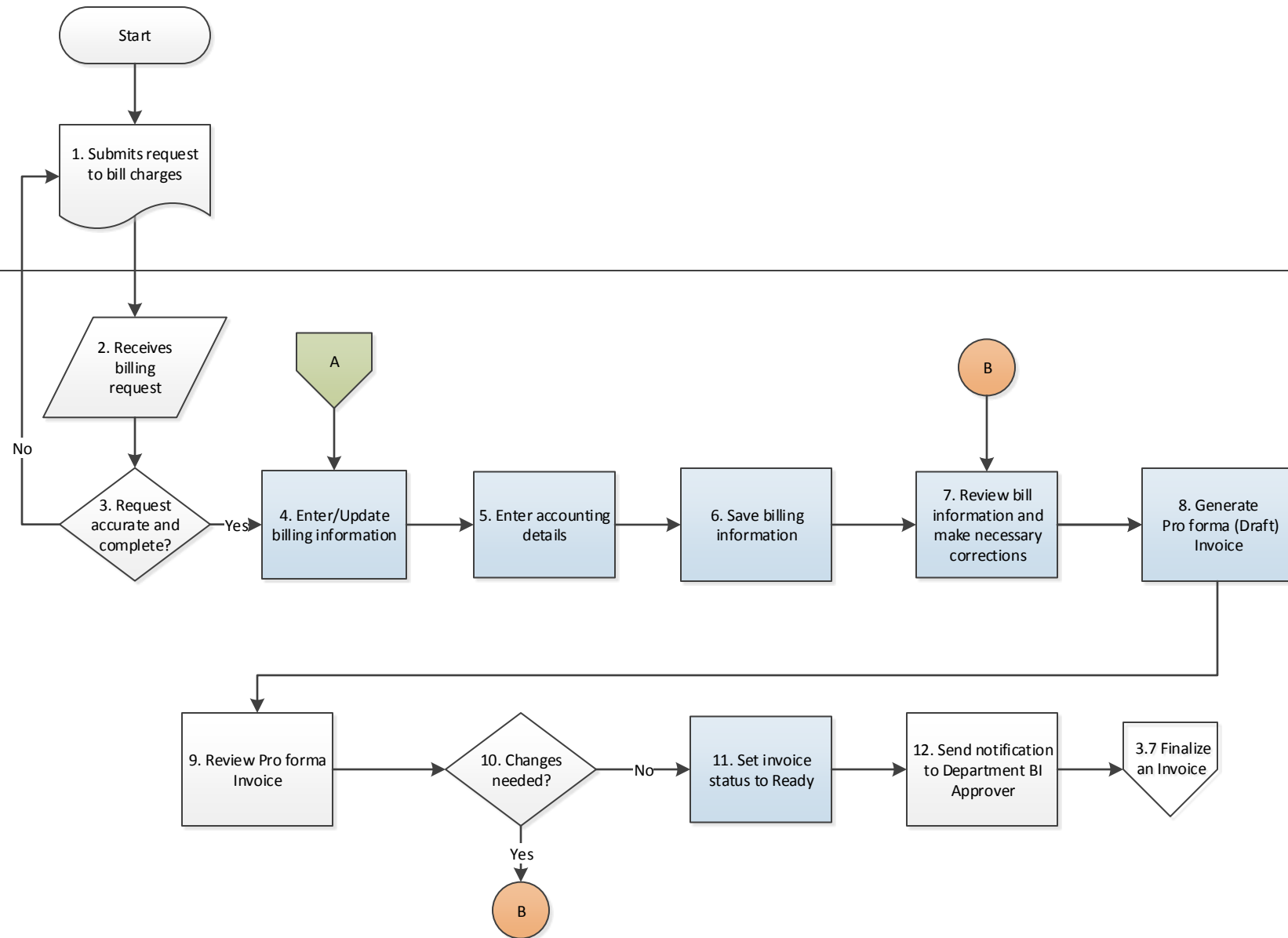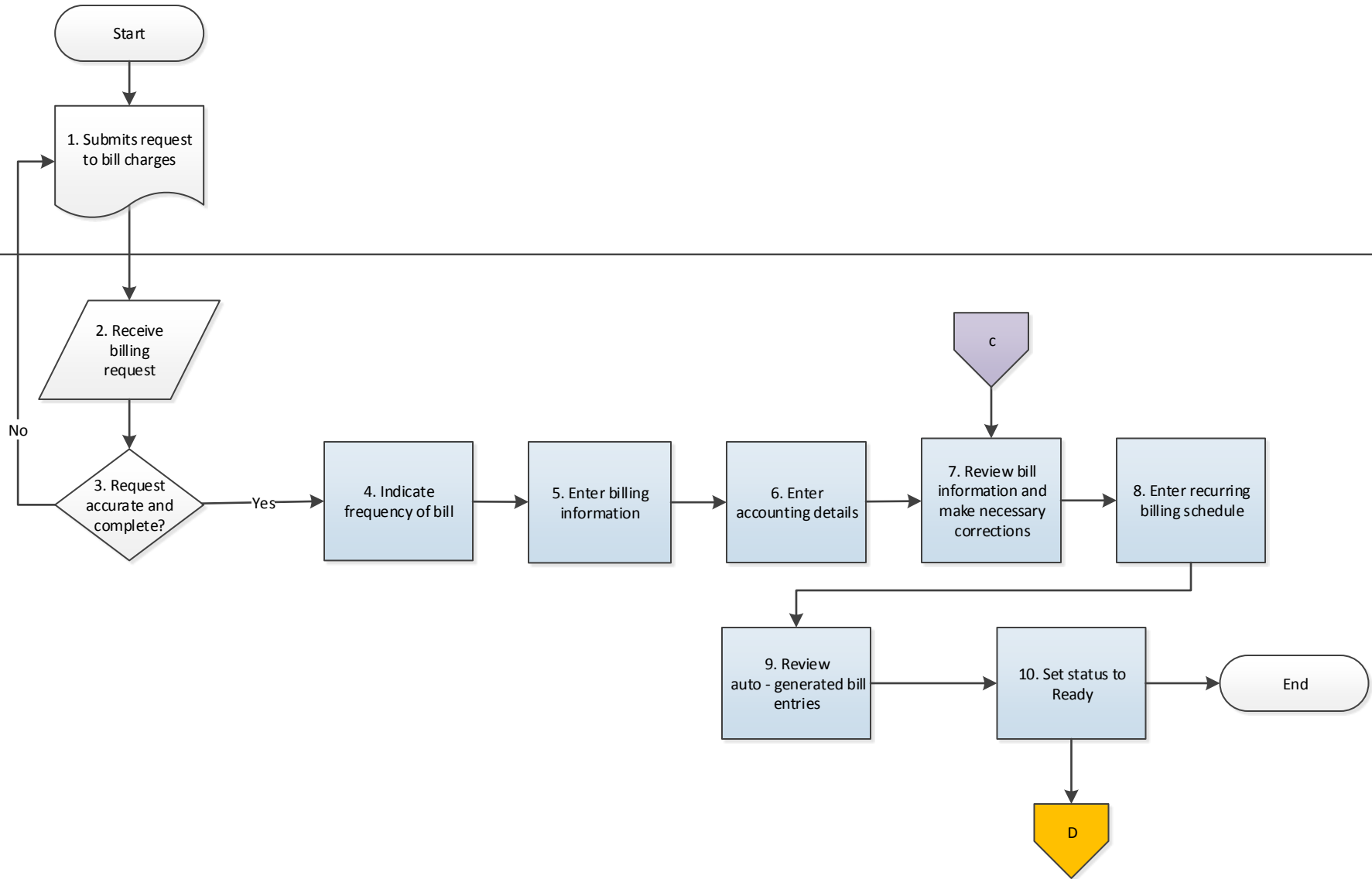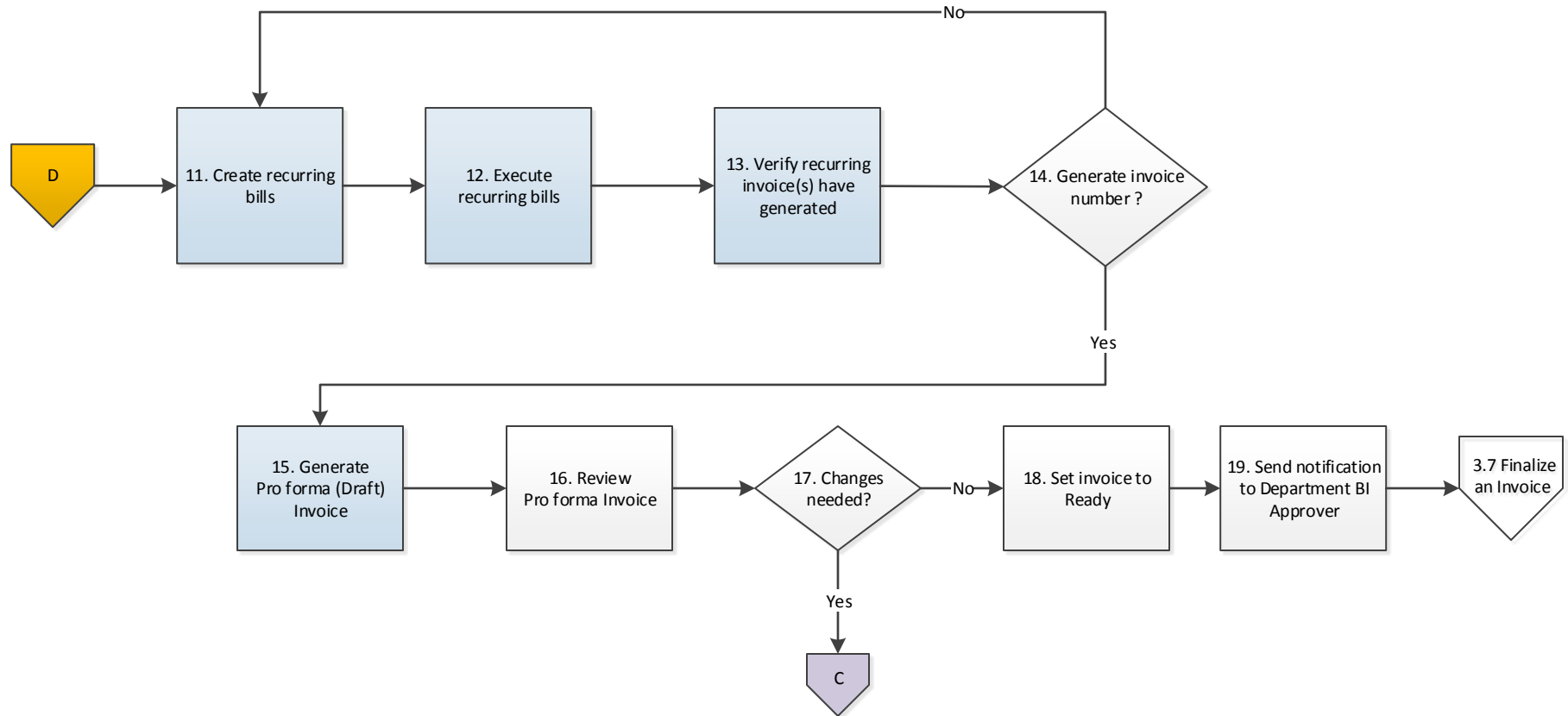
Billing to Deposit
AR 2 – Generate and Adjust Invoices
3.4 Create Non-Direct Transfer Bill (Enter Billable Charges - FI$Cal Department Billing FI$Cal Department)

May 8, 2015

Department BI Processor (Accounting Office) Billing Department

Start

F

1. Enter Non-Direct Transfer Bill information

2. Enter/Review accounting details

3. Save billing information

4. Review bill summary info/ make necessary corrections

5. Generate Pro forma (Draft) Invoice

6. Review Pro forma Invoice

7. Changes needed?

No

8. Set invoice status to Ready

9. Send notification to Department BI Approver

3.7 Finalize an Invoice

Yes

F

Billed Department

Wave 1 Department Billing Wave 1 Department – Non Direct Transfer End to End Process

Pre-requisite: Invoice is approved, finalized and distributed by Billing Department

Billing Department

Retrieves generated voucher linked to interagency invoice for Departmental and SCO approval

Billing Department

Start

AR2 – Generate and Adjust Invoices

Receives invoice

AP2 – Enter and Process Voucher

AR 4 – Process Payments (Flow in Development)

End

Billing to Deposit
AR 2 – Generate and Adjust Invoices
3.5 Enter Billable Charges - FI$Cal Department Billing Non-FI$Cal Department

May 8, 2015

Department BI Processor (Accounting Office) Billing Department

Start → 1. Enter bill information → 2. Enter accounting details → 3. Save billing information → 4. Review bill summary info/ make necessary corrections → 5. Generate Pro forma (Draft) Invoice

(G) → 4. Review bill summary info/ make necessary corrections

5. Generate Pro forma (Draft) Invoice → 6. Review Pro forma Invoice → 7. Changes needed?

7. Changes needed? —No→ 8. Set invoice status to Ready → 9. Send notification to Department BI Approver → 3.7 Finalize an Invoice

7. Changes needed? —Yes→ (G)

Function

Wave 1 Department Billing Wave 1 Department – Non Direct Transfer End to End Process

Pre-requisite: Invoice is approved, finalized and distributed by SCO (Billing Department)

Retrieves generated voucher linked to interagency invoice for Departmental and SCO approval

Start → SCO (Billing Department) — AR2 – Generate and Adjust Invoices → Receives invoice → AP2 – Enter and Process Voucher → SCO (Billing Department) — AR 4 – Process Payments (Flow in Development) → End

Billing to Deposit
AR 2 – Generate and Adjust Invoices
3.6 Interface Billing Transactions

Central BI Batch Processor (FI$Cal)

INFAR0004 Inbound Billable Charges

2. Inbound Billable Charges Interface File received

3. Load charges

4. Charges sent to billing staging tables

5. Process billing transactions

Department BI Processor (Accounting Office)

Start

1. Receives SCO billing data to be interfaced

6. Review billable charges

7. Transactions in errors?

Yes → 8. Correct errors

No ↓

9. Sets invoice status to Ready

10. Send notification to Department BI Approver

3.7 Finalize an Invoice
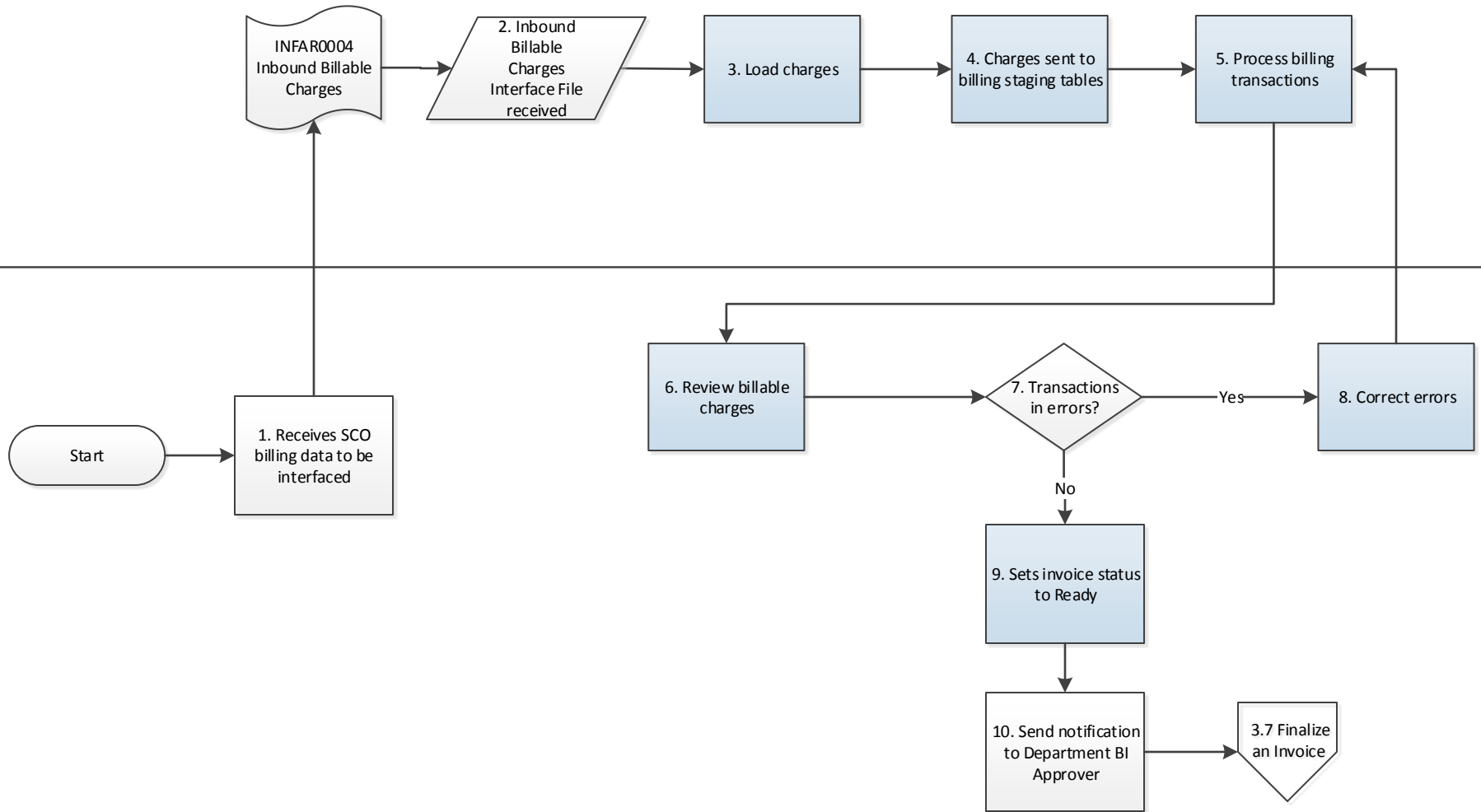
May 8, 2015

Department BI Approver (Accounting Office)

Begin Finalize an Invoice

1. Run Pre-Process and Finalization of invoices

2. Review finalized invoice

3. Approved? — No → A

Yes

4. Distribute/Print invoices to customer

Central BI Batch Processor (FI$Cal)

5. Process billing and accounting entries

6. Processing errors? — Yes → (back to 5)

No

7. Process Budget Check

8. Budget Checking errors? — Yes → (back to 5)

No → 9. Load AR

10. Post receivables

Invoices sent to AR to post Receivables

11. AR3 Enter and Maintain Receivables

Batch Process sends interagency invoices to AP to create Vouchers

12. AP2 Create and Process Vouchers

Sends Billing and Accounting entries to the General Ledger

13. GL1 Enter and Process Journals

End

Bill Requestor (Division)

Start

1. Identifies a need to adjust an invoice

2. Submits request to bill charges

Department BI Adjustment Processor (Accounting Office)

3. Receives request to adjust invoice

4. Reviews invoice to be adjusted

5. Adjustment type?

Specific Lines → 5a. Select bill Lines for adjustment

Credit Memo

Full Invoice Credit → 5b. Select Credit Only Bill adjustment action

Rebill

Full Credit Invoice and New Adjusted invoice → 5c. Select Credit & Rebill adjustment

6. Select Adjustment Reason

7. Route to BI Processor to complete adjustments

A